

Return to Workplace Planning Services IDIQ

This services contract was established to develop post-pandemic **workplace re-entry plans** for federal agencies.

Services are purchased a la carte, though some require prerequisites.

Services are funded via RWA.

This services contract is intended to:

- ☐ Enable rapid delivery
- ☐ Ensure consistent quality of deliverables
- ☐ Minimize the costs for re-entry planning services

Pricing is based on **headcount** and **complexity**.

Project Size - Headcount

- **Small:** < 150 people
- **Medium:** 151 - 500 people
- **Large:** 501 - 1,000 people
- **Extra Large:** 1,001 - 2,500* people

Project Complexity

- **Basic** – Typical admin space
- **Medium** – One service process beyond basic admin functions **
- **High** – Two service processes beyond basic admin functions **

* Facilities over 2,500 people may be broken into separate departments or functional groups.

** Beyond basic admin function space examples: public facing spaces, labs, data centers, etc.

Services Offered

1. WORKPLACE DEMAND ANALYSIS – Capacity Requirements

Understanding the number of employees who would need to return to the workplace during each phase of re-entry. Service explores work patterns, lines of business, and which groups of employees would return to the office per phase.

Included in service: Employee Survey, Virtual Leadership Interviews, Virtual Employee Focus Groups, Summary of Key Findings, Up to 3 Workplace Demand Scenarios

2. WORKPLACE SUPPLY ANALYSIS – Capacity based on Physical Distancing

Evaluating capacity of the workplace with physical distancing parameters in place.

Included in service: Up to 2 Seating Capacity scenarios (no furniture reconfiguration), Seating Capacity Analysis Report for offices, workstations, collaborative areas, Summary of Key Findings

Note: Scope assumes CAD or PDF floor plans with furniture are available.

3. OCCUPANCY STACKING SCENARIOS

(Prerequisite: Service #1 & #2)

Scenario planning, including blocking, stacking, demand and supply analysis, showing which lines of business (or types of work) will be assigned to where and when.

Included in service: Occupancy Planning and Phasing Scenarios (up to 2) in each phase (up to 3 phases), and two revisions are included.

Note: Scope assumes CAD or PDF floor plans with furniture are available.

4. AUTOCAD PLAN CREATION

Creating AutoCAD plans using scaled furniture plans for the development of test-fits or stacking plans.

Select this service when CAD files do not already exist.

Contracting Officer:

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For Additional Information:

workplace@gsa.gov or contact your
[Regional Workplace Executive](#)



Services Offered (continued)

5. FURNITURE RE-ARRANGEMENT TEST FIT

Furniture layouts to assess seating capacity based on re-arrangement of free standing furniture. Supports physical distancing scenarios.

Included in service: Two options, plus 1 revision

6. CUSTOMIZED SIGNAGE AND WAY-FINDING GRAPHICS

Modify the [standard signage content](#) from the GSA Return to Workplace Strategy Book to be customized for your agency's specific signage needs and branding.

Included in service: Customized signage digital files

7. VALIDATE INTEGRATION W/ CORE BUILDING STRATEGY

Engage with GSA, Landlord and/or A/E/I contractor working on site to validate that an integrated and coordinated approach is being taken and identify potential gaps.

Included in service: Recommendations and "Re-occupancy Checklist"

8. CHANGE MANAGEMENT COMMUNICATIONS PLANNING * (Prerequisite: Service #1)

Development of a communications plan to assure that a holistic approach has been deployed to the employees prior to re-occupancy.

Included in service: Change Plan consisting of key messages, suggested communication methods and frequency of communication. Note: this service does not include production of the communications themselves or deployment of communications.

9. BEHAVIORAL PROTOCOLS DEVELOPMENT * (Prerequisite: Service #1 and Service #2)

Educate occupants regarding necessary behaviors consistent with safe physical distancing.

Included in service: Workshops/training to guide behavioral best practices. Behavioral Etiquette Guide will be provided.

10. DAY 2 AND BEYOND – RE-ENTRY EVALUATION AND ADJUSTMENT * (Prerequisite: Service #1, #2 and #3 – unless agency has already drafted their own Return to Workplace plan)

As people return to the workplace, this service provides evaluation of re-entry plan effectiveness to inform adaptations to evolving circumstances. 6 month scope, and is based on information gathered from previous services.

Included in service: Collect Employee Observation Patterns, Employee Pulse Survey, Bi-weekly Customer meetings, Communications and Change Management Support, Recommended adjustments

GENERAL NOTE: GSA's Total Workplace Program has additional contracts available to help with any workplace need, so if you don't see your specific workplace need represented here, reach out to us anyway, and we can help!

* In the event that your agency is looking for Services #8, #9 and/or #10 and has already drafted your own Return to Workplace Plan, the contractor would need to review the RTW plan to qualify the applicability and assumptions. Additional consulting work may be required at a cost.

Reference the [Returning to GSA Facilities](#) website for more resources, including the GSA Return to Workplace Strategy Book.

The Strategy Book provides information from across government that can be used as a framework of considerations for returning to GSA owned and leased facilities.

Needing help planning for your agency's long-term workplace needs? Reach out at workplace@gsa.gov.

